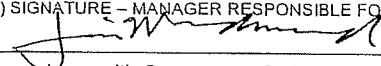





6C 28070

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by e-mail at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Motor Vehicles		(2) AGENCY BILLING CODE 51805		(3) PAGE OF PAGES	
(4) DIVISION/ BRANCH/ SECTION ASD / Management Support Section		(5) ADDRESS 2730 Broadway, Sacramento, CA 95818			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9)-(12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13)-(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13)-(16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER DMV-ASD-005	(10) SCHEDULE DATE 7/24/07	(11) NUMBER OF PAGES 1	(12) CUBIC FEET (Total Schedule) 193,277
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 028DMVASD	(14) APPROVAL NUMBER 02-033	(15) APPROVAL DATE(S) 2/13/02	(16) PAGE NUMBER(S) REVISED 2
(17) MISSION/FUNCTIONAL STATEMENT Outgoing Mail Operations performs administrative tasks and tracks all of the mail for the department.					
PART I - AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS 		(19) TITLE SSN II		(20) PHONE NUMBER 657-8757	(21) DATE SIGNED 7/23/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST 		(23) CLASSIFICATION SSMI	(24) NAME (Printed or Typed) JIM MERCHAD	(25) PHONE NUMBER 657-5623	(26) DATE SIGNED 7/24/07
PART II - DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE - CalRIM CONSULTANT 			(28) APPROVAL NUMBER 08-047	(29) DATE SIGNED 2/8/2008	(30) EXPIRATION DATE 2/8/2013
PART III - ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE - CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 			(34) DATE SIGNED Feb. 15, 2008		



STD.73 (REV. 1-80)
RECORDS RETENTION SCHEDULE

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STATE RECORDS PROGRAM

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(35) CalRIM APPROVAL NUMBER											(36) PAGE 1 OF 1 PAGES	
ITEM # (37)	CUBIC FEET * (38)	CA. STATE ARCHIVES USE ONLY (39)	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items) (40)	MEDIA (41)	VITAL (42)	RETENTION (43) (44) (45) (46)				PRA (Exempt) & IPA (47)	REMARKS (48)	
						OFFICE (43)	DEPT. (44)	SRC (45)	TOTAL (46)			
1	2		Personnel Files	P		Active + 3 years			Active + 3 years		Original documents kept in Human Resources branch	
2	1		Correspondence	P		Active year			Active year		kept one year from generation	
3	1124		Daily production records, weekly work staws and mic. activity reports	P		Active + 2 years			Active + 2 years		Per management discretion	
4	158760		Certified, registered, mail out, & Express Logs	P		Active + 2 years			Active + 2 years		Per management discretion	
5	33390		Shiller logs, Operator logs, Meter logs, & Billing notices	P		Active + 2 years			Active + 2 years		Per management discretion	

* Provide total of office and departmental